



August 25, 2014

## KANSAS BULLETIN NO. KS250-14-1

### SUBJECT: FNM—Year-End Reporting and Closing Procedures

**Action required by:** All offices and state office staffs as noted in contents

**Purpose.** To provide instructions for year-end closeout activities

**Expiration Date.** September 30, 2015

#### **ProTracts Program Contracting Activity**

Checklists and “Practice Approval and Payment Applications” (Form NRCS-CPA-1245) received in the state office (SO) by close of business (COB) September 15, 2014, that accurately document ProTracts payment(s) will be second-level reviewed prior to the end of the fiscal year (FY). Any payment applications received after this date will only be reviewed if time allows prior to the shutdown of the financial system.

All eligibility issues must be resolved by Friday, September 12, 2014. This affects contract obligations.

The field offices (FO) may continue to approve payments in ProTracts until 5 p.m. central daylight time (CDT) on September 30, 2014. No payments will be approved in ProTracts after 5 p.m. CDT September 30, and until the systems open again after the start of the FY. The functionality to approve payments in ProTracts is expected to resume on October 7, 2014.

Certified practices subject to annual payment limitations that have not been approved in ProTracts by 5 p.m. CDT on September 30, 2014, will be attributed to FY2015 payment limitations.

Modifications to contracts in ProTracts, along with supporting documentation, must be submitted to Financial Management (FNM) at the SO by COB September 15, 2014, to ensure second level reviews are completed. Modifications received for second level review after September 15, 2014, will only be processed if time allows prior to shut-down. Any modifications that are not approved (obligated) by 5 p.m. CDT on September 30, 2014, may be “rolled back” to their pre-modification status and will need to be re-entered after ProTracts activity resumes.

#### **Other Program Activity**

Accurately documented payments and modifications requiring direct entry into the Financial Management Modernization Initiative (FMMI) received in FNM by the COB September 19, 2014, will be processed prior to the end of the FY. Any items received after this date will only be processed if time allows.

#### **Purchase Card Holders**

The area office (AO) assistants, SO, and Plant Materials Center (PMC) can use their purchase cards through September 12, 2014. ALL purchases using the purchase card must be reconciled in the Access Online system no later than September 12, 2014. If there are still open items, check Access Online daily and reconcile the open items as soon as they appear through COB on September 19, 2014. Any purchases made, but not reconciled, should be reported on the attached Quarter Close Report (QCR).

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Please do not reconcile any additional items in Access Online after you submit items for the QCR for the remainder of the FY. You can reconcile after the start of the new FY. Urgent purchases needed during September 12-30, 2014, will be routed to Diane Edwards at [diane.edwards@ks.usda.gov](mailto:diane.edwards@ks.usda.gov).

#### **Standard Form (SF) 270, Request for Advance or Reimbursement**

Accurately documented SF-270s, received by COB September 19, 2014, will be processed prior to the end of the FY.

#### **SF-1164, Claim for Reimbursement for Expenditures on Official Business**

Accurately documented SF-1164s, received by COB September 19, 2014, will be processed prior to the end of the FY. Any SF-1164s received after this date will only be processed if time allows. Pending requests for reimbursement after September 19, 2014, will be reported on the attached QCR.

#### **Travel**

Travel authorizations will be entered and approved in GovTrip by September 19, 2014, for any planned travel through the end of the FY. If a travel authorization for unexpected travel needs to be entered after September 19, 2014, please inform Danielle Perry at 785-823-4520 or [nell.perry@ks.usda.gov](mailto:nell.perry@ks.usda.gov), that the authorization has been entered. No travel authorization will be entered into GovTrip for travel scheduled after September 30, 2014, unless necessary for airline ticketing or with prior approval of FNM. In these situations, contact FNM at the SO for further guidance.

All vouchers for completed travel will be entered and approved in GovTrip by September 24, 2014. For travel completed during September 24-30, 2014, vouchers will be processed after October 1, 2014, unless requested by FNM. If the anticipated voucher amount will be greater than the authorization amount, please inform Danielle Perry.

#### **Timekeeping**

All overtime anticipated for September 21-30, 2014, must be reported on the QCR.

#### **Submitting Quarter Close Report**

Each Management Team member must prepare and submit for their area of responsibility a consolidated QCR (attached) to report any of the above-referenced items by COB September 19, 2014. Please ensure that you include any expected or pending items from all employees under your jurisdiction for this report. It is desired to have as few items on this report as possible for a more efficient close-out to the year. The preference is to have the actual documents submitted timely for normal processing. Please submit the report electronically as an Excel spreadsheet to David Snyder at [david.snyder@ks.usda.gov](mailto:david.snyder@ks.usda.gov).

**Contacts:** Programs Staff for program contracting activity questions and FNM staff for other questions.

(signed) GAYE L. BENFER, ACTING FOR

ERIC B. BANKS  
State Conservationist

Attachment